

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF MARICOPA

IN THE MATTER OF THE POLICY FOR)	
PROCESSING SIGNED FINAL ORDERS,)	
JUDGMENTS AND DECREES FOR ADOPTION)	ADMINISTRATIVE ORDER
WHEN A CERTIFIED COPY)	NO. 2004 - 188
IS REQUESTED IMMEDIATELY)	JUVENILE ADMINISTRATIVE
)	NO. 2004 - 030

IT IS ORDERED that counsel, or an authorized party to an adoption matter, may follow the procedure outlined below, implemented by the Clerk of the Court, for the processing of signed final orders, judgments, and decrees of adoption when a certified copy is requested immediately following the adoption hearing. This procedure takes place effective November 8, 2004. This procedure does not apply to cases where the Court has ordered that the birth names be deleted.

1. Counsel/the party may submit to the Court at the adoption hearing an original final order, judgment, or decree of adoption AND an exact copy of the same document. Counsel/the party will confirm to the court that both documents are identical.
2. The Court will sign both the original document AND the copy. If the Court makes any revisions to the original document, the Court will also make the same revisions on the copy.
3. The courtroom clerk will hand-file the original document AND the exact copy and will stamp the "COPY FOR CERTIFICATION" stamp on the copy.
4. The courtroom clerk will retain the original final order, judgment, or decree of adoption and return the copy to counsel/the party.
5. Counsel/the party will take the copy for certification to the Clerk of the Court's Filing Counter at either Juvenile Facility within one (1) business day after the original document and copy are signed to obtain the certified copy/copies. Before receiving the certified copy, counsel/the party must present identification and pay the statutory fees.
6. In order to ensure the integrity and filing of the original document while providing an immediate opportunity for a certified copy, the Clerk's Office will only certify final orders, judgments, or decrees of adoption that are stamped "COPY FOR CERTIFICATION" and are presented within one (1) business day after the original document has been filed in. If not presented within one business day, counsel or the party will need to request a certified photocopy of the original, signed document.

If the Court orders that the adoptive parents can have a certified copy of the order with the birth name of the adopted child to be deleted, the above procedure cannot be followed and the parties will be directed to request a certified photocopy of the original, signed document with the birth name excised.

DONE this _____ day of November, 2004.

EMMET J. RONAN
Presiding Juvenile Court Judge
Superior Court
Maricopa County, Arizona

Original filed with the Clerk of the Superior Court

Copies: Hon. Colin Campbell, Presiding Judge
 Hon. Barbara Mundell, Associate Presiding Judge
 Hon. Michael K. Jeanes, Clerk of the Court
 Marcus Reinkensmeyer, Trial Courts Administrator
 All Juvenile Court Judges – Commissioners
 David Bash, Maricopa County Attorney's Office
 Merritt Bingham, Attorney General – Division of Child & Family
 Services
 Carolyn Edlund, Juvenile Court Administrator
 Melody Tinsley, Clerk of the Court - Juvenile
 Maricopa County Law Library